

KERN REGIONAL CENTER

3200 N. Sillect Avenue • Bakersfield, CA 93308 • (661) 327-8531

Board of Directors Meeting

6:00 p.m. – 7:30 p.m.

KRC Malibu Conference Room

3300 N. Sillect Ave.

Bakersfield, CA 93308

MINUTES

February 27, 2018

Present Board Members:

Kurt Van Sciver

Ismael Romero

Matthew LaGrand

Nickolerene Mensch

Laurie Hughey

Quanah Mason

Veronica Quezada

Araceli Gonzalez

GENERAL BUSINESS

1. Executive Session

2. Call to Order and Introductions

The meeting was called to order at approximately 6:00 p.m. by Kurt Van Sciver. It was determined that a quorum was present.

3. Approval/Additions to Agenda

- A. Regular Meeting of the Board of Directors Agenda dated February 27, 2018.
M/S/C - (Van Sciver/Quezada) to approve the Agenda with addition for item 12 – People First. 8-0-0.

4. Meeting Minute Approval

- A. Minutes of the Regular Meeting of the Board of Directors held January 23, 2018.
M/S/C - (Quezada/Mason) to approve Minutes. 8-0-0).

5. Public Input

- a) **Matthew LaGrand** – Matthew gave a brief report on the Department of Developmental Services Consumer Advisory Committee. The CAC had a phone conference last Wednesday, during which they discussed employment blueprints and spoke on laws and legislation bills that affect people with disabilities in California. Matthew told them he will be running for Chair Person of DDS CAC in June when they have their elections. They meet again in June in Sacramento.

UNFINISHED BUSINESS

REPORTS

6. Board President Report

- a. Kern has hired Michi Gates, our new Executive Director, who starts her new position on Thursday, March 1, 2018. The board was very impressed by her heart and demeanor and is very excited for what lies ahead. She is coming in from North Bay Regional Center. She worked up from SC to Associate Executive Director.
- b. Prior to being hired, Michi met with the Board and other contingencies.
- c. Kurt thanked Robert Riddick, Lynn Fjeld, David Riester, Max Jackson and the Columbus Team for their time and dedication to Kern Regional Center. He also thanked the staff for their hard work and cooperation with the consultants.
 - i. All Columbus consultants will be here through April and Kim Hancock will be here two months after that. Kurt makes the motion to approve the Columbus Contract, presented at the meeting, discussed at January's meeting.
M/S/C - (Van Sciver/Mensch) to approve the Columbus Contract Extension. 8-0-0.

7. Financial Report

- A. Jon Gusman presented his financial report.
 - a. Please see **Attachment 1**.
 - b. Kern's cash flow balance as of today is about \$24.67 million.
 - c. For the month of February, Kern received payment \$14.25 million from DDS for its December claim.
 - d. For operations, Kern received the D2 contract amendment for FY 17/18. Items received included \$204,000 for maintenance cost, \$19,708 for core staffing from caseload growth, \$90,000 for the foster grandparent program, \$760,000 for the Columbus contract extension, \$559,000 for disparity programs, \$127,000 for community placement plan operations. The total amount for the D2 contract was \$1.76 million.
 - e. The operations projected balance as of January 31 is \$761,000.
 - f. The following were also included in the D2 for Kern's Purchase of Service budget, FY 17-18; \$128,000 for the restoration of respite, \$210,000 for community placement plan purchase of service. The total amount of the D2 for KRC's POS is \$338,000. The projected deficit for Kern's POS budget as of January 31 is about \$414,000.
 - g. Statewide, the projected deficit for the POS budget is at \$80 million; that is down from \$91 million reported at the last meeting.

8. Interim Director Report

- a. Columbus has devoted much time into the hiring of a new Executive Director. A new Director with over 20 years of experience with the California Regional Center system has now been hired. Staff are pleased with the selection of the new Executive Director. This will aid in removing the Special Contract Language as well.

- b. Columbus has been working with the leadership of the Union related to Fiscal Solvency. The plan will be transmitted to DDS as a plan. By the next Board Meeting, Columbus will present to the Board a concrete plan as to how Kern will achieve financial solvency. The plan will involve a lot of hard work along with some sacrifices and changes for those who work at Kern.
- c. Max introduced Shannon Lueck, Training Coordinator. Shannon put together and oversaw the first complete orientation for new KRC staff. She has now completed three orientations.
- d. The idea for a Training Coordinator came from the Staff Development Team. There will be a minimum of 20-25 new staff hired in the next few months.
- e. All Special Contract Language items have now been completed or are near completion.

9. Vendor Advisory Committee

- a. The VAC approved its new committee members at their January meeting. They now required the Board's approval. The Board reviewed the new roster, attached here as **Attachment 2**.
 - M/S/C - (Romero/Mensch) to approve the new Vendor Advisory Committee members. (7-0-1) Hughey.
- b. Laurie Hughey will continue to serve as the Chair Person until March. At that time, a new chair will be appointed.

10. Staff Report

A. Columbus Group

- a. Max introduced Ed Romero and Hanh Mireles, team members who partook in the development of the Code of Ethical Responsibilities.

B. Code of Ethical Responsibilities

- a. Ed Romero and Hanh Mireles presented the Code of Ethics for Board Approval. The Code of ethics was put together by employees from all departments and was a fun yet challenging task. Please see Kern Regional Center's Code of Ethics as **Attachment 3**.
 - M/S/C - (Mensch/Quezada) to approve Kern Regional Center's Code of Ethics. (8-0-0).

C. Respite Policy

- a. This Policy was initially presented to and approved by the Board in October. After it was approved, the policy was sent to DDS, who then requested revisions.
- b. Celia presented the updated Respite Policy which lifted the cap on respite hours. Prior to the update, the cap was 90 hours per quarter. The update also includes IHSS as a generic resource.
- c. Board Member, Lorie Stewart, had concerns that the new policy would make it more difficult for consumers to qualify for respite. Celia Pinal, Director of Client Services, clarified that this is not the case.
- d. KRC will assess for the appropriateness of respite and the service coordinator will work with the family to determine the appropriate amount of hours. If it is not an appropriate service for the family, the Service Coordinator will refer the

family to the appropriate service. Service Coordinators will be trained on what is and what isn't respite and how to refer consumers to the appropriate service.

- e. Kurt Van Sciver, Board President, has requested a follow up status in 6-12 months to see if there are any problems or difficulties with consumers.

M/S/C - (Van Sciver/Hughey) to approve the updated Respite Policy. (8-0-0).

D. Developmental Services Support Foundation

- a. At the last Board Meeting a family requested assistance for hearings aids. Celia Pinal announced that the Foundation, which is a generic resource, awarded the consumer \$500.00 towards his hearing aid. The consumer has received a total founding of \$1000.00 towards his hearing aid.

E. Self Determination

- i. The Self Determination Committee met in the Malibu Room last night. Rick Wood sends his regrets for not being present at the Board Meeting and hopes he can attend the next Board Meeting to speak on Self Determination.
- ii. Kern has 58 confirmed consumers on the list. Initially, there were 119, however, full information is not available for all consumers.
- iii. The SD Committee will be holding an orientations in March and April. The Committee members have committed to be present. Flyers will be mailed to all clients in both English and Spanish.
- iv. April 23rd will be the next meeting for the committee.

F. Community Placement Plan

- i. There is an offer on the home for enhanced behavior support. KRC is still waiting on appraisal.

G. Disparity for 16/17 and 17/18 Application

- i. Karina Proffer and her team are informing families of current disparity data. KRC is to submit progress on the 16/17 grant by March 1st.
- ii. Armondo is reaching out to providers for progress report on HCBS as the report is due tomorrow.

H. Client Representative

- i. Mario Espinoza spoke at the Client Advisory Committee last month. Roy Rocha invited Board Members to attend the March 15th meeting where they will have a keynote speaker from Greater Bakersfield Legal Assistance.
- ii. Roy continues to visit day programs and has been calling day programs to talk about the Lanterman Act. He currently has an appointment to meet with New Options and plans to visit IMAH in Bishop.
- iii. Roy will be attending Grassroots Day in Sacramento and will be helping Director of Client Services, Celia Pinal, learn the ropes.
- iv. Part of the current New Hire Orientations includes meetings with Roy Rocha and learning about his role as Client Advocate.

I. People First

- i.** People First has a food pantry for clients that is in need of donations. There are many items in the food pantry that will soon be outdated and need to be cycled out. The food pantry is for any consumer of the Regional Center in need of assistance. Donations that are accepted include non perishable items, gift cards to grocery stores and monetary donations.

BOARD TRAINING

NEW BUSINESS

GOOD AND WELFARE

- a.** Meeting is adjourned at approximately 7:10 p.m.

The next Regular Meeting of the Board of Directors is scheduled for Tuesday, March 27th, 2018, at 6:00 p.m. in the Malibu Conference Room at the Kern Regional Center.

Note: Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Administrative Assistant during regular business hours at 661-852-3360.

Respectfully submitted: _____
Eva Rocha

Action Items:

M/S/C - (Van Sciver/Quezada) to approve the Agenda with addition for item 12 – People First. 8-0-0.

M/S/C - (Quezada/Mason) to approve Minutes of the Board of Directors held January 23, 2018. 8-0-0).

M/S/C - (Van Sciver/Mensch) to approve the Columbus Contract Extension. 8-0-0.

M/S/C - (Romero/Mensch) to approve the new Vendor Advisory Committee members. (7-0-1) Hughey.

M/S/C - (Mensch/Quezada) to approve Kern Regional Center’s Code of Ethics. (8-0-0).

M/S/C - (Van Sciver/Hughey) to approve the updated Respite Policy. (8-0-0).

ERN REGIONAL CENTER
 BUDGET AND EXPENSE REPORT
 Y 2017/2018
 AS OF JAN 31, 2018

| | Col. 1 | Col. 2 | Col. 3 | Col. 4 | Col. 5 | Col. 6 | Col. 7 | Col. 8 |
|----------------------------------|-----------------------------------|----------------|----------------|------------------------------------------------------------------------|---------------------------------------------------|------------------------------|-----------------------------------|-------------------------------------|
| (1) - OPERATIONS | Preliminary Allocation - D Series | D-1 Allocation | D-2 Allocation | Total Allocation To Date thru D-2 Allocation - Col.1 + Col. 2 + Col. 3 | Operations By Claim to State - July thru Jan 2018 | Projected - Feb to June 2018 | Total Projected - Col. 5 + Col. 6 | Projected Balance - Col. 4 - Col. 7 |
| GENERAL | | | | | | | | |
| Salaries and Benefits | \$ 14,701,866 | \$ 1,257,639 | \$ 578,709 | \$ 16,538,214 | \$ 8,664,173 | \$ 6,387,813 | \$ 15,051,987 | |
| Operating Expenses | | 3,504,480 | 964,167 | 4,468,647 | 3,143,670 | 2,160,616 | 5,304,286 | |
| TOTAL PERSONNEL SERVICES | 14,701,866 | 4,762,119 | 1,542,876 | 21,006,861 | 11,807,843 | 8,548,430 | 20,356,273 | 650,588 |
| Less: Interest Income | | | | | (42,184) | (17,816) | (60,000) | 60,000 |
| Less: ICF SPA Fees (see Note 2) | | | | | (33,181) | (11,819) | (45,000) | 45,000 |
| Less: Other Income | | | | | (9,874) | 4,874 | (5,000) | 5,000 |
| SUBTOTAL GENERAL | \$ 14,701,866 | \$ 4,762,119 | \$ 1,542,876 | \$ 21,006,861 | \$ 11,722,603 | \$ 8,523,670 | \$ 20,246,273 | \$ 760,588 |
| Percentage | | | | 100% | 55.80% | 40.58% | | 3.62% |
| COMMUNITY PLACEMENT PLAN (CPP) | | | | | | | | |
| Salaries & Benefits | | \$ 480,613 | | \$ 480,613 | \$ 241,287 | \$ 239,326 | \$ 480,613 | |
| Operating Expenses | | 235,152 | 127,144 | 362,296 | 16,768 | 345,528 | 362,296 | |
| SUBTOTAL CPP | \$ - | \$ 715,765 | \$ 127,144 | \$ 842,909 | \$ 258,055 | \$ 584,854 | \$ 842,909 | \$ - |
| FOSTERGRANDPARENT (FGP) | | | | | | | | |
| Salaries & Benefits | | \$ 59,043 | | \$ 59,043 | \$ 44,082 | \$ 14,961 | \$ 59,043 | |
| Operating Expenses | | 26,967 | 89,996 | 116,963 | 56,566 | 60,397 | 116,963 | |
| SUBTOTAL FGP | \$ - | \$ 86,010 | \$ 89,996 | \$ 176,006 | \$ 100,648 | \$ 75,358 | \$ 176,006 | \$ - |
| GRAND TOTAL OPERATIONS | \$ 14,701,866 | \$ 5,563,894 | \$ 1,760,016 | \$ 22,025,776 | \$ 12,081,306 | \$ 9,183,882 | \$ 21,265,188 | \$ 760,588 |
| Percentage | | | | 100% | 54.85% | 41.70% | | 3.45% |

Note 1: The "Projected Balance" is an estimate of the difference between KRC's funding allocation from DDS (col. 4), and Total Projected (col. 7)

Note 2: The Intermediate Care Facility State Plan Amendment (ICF SPA) administrative fees are included in this fiscal year as an offset to current year expenditures. The fees are 1.5% of current year day program and transportation costs for KRC clients that resided in ICF's.

ERN REGIONAL CENTER
 BUDGET AND EXPENSE REPORT
 Y 2017/2018
 AS OF JAN 31, 2018

| | Col. 1 | Col. 2 | Col. 3 | Col. 4 | Col. 5 | Col. 6 | Col. 7 | Col. 8 |
|--------------------------------|-----------------------------------|----------------|----------------|------------------------------------------------------------------|------------------------------------------------------------|------------------------------|-----------------------------------|-------------------------------------|
| (2) - PURCHASE OF SERVICES | Preliminary Allocation - D Series | D-1 Allocation | D-2 Allocation | Total Allocation To Date thru D-2 Alloc - Col.1 + Col. 2+ Col. 3 | Purchase of Service By Claim to State - July thru Jan 2018 | Projected - Feb to June 2018 | Total Projected - Col. 5 + Col. 6 | Projected Balance - Col. 4 - Col. 7 |
| GENERAL | | | | | | | | |
| Out of Home Care | \$ 28,787,609 | \$ 7,129,944 | | \$ 35,917,553 | \$ 20,537,517 | \$ 15,688,667 | \$ 36,236,184 | \$ (318,631) |
| Day Programs | 22,216,516 | 7,274,193 | | 29,490,709 | 17,016,808 | 14,084,220 | 31,101,028 | (1,610,319) |
| Other Services | 71,522,176 | 20,198,665 | 127,880 | 91,848,721 | 49,349,638 | 44,697,874 | 94,047,512 | (2,198,791) |
| SUBTOTAL GENERAL | 122,526,301 | 34,602,802 | 127,880 | 157,256,983 | 86,903,963 | 74,480,761 | 161,384,724 | (4,127,741) |
| Less: ICF SPA Funded | | | | | (1,775,754) | (1,937,378) | (3,713,132) | 3,713,132 |
| TOTAL GENERAL | \$ 122,526,301 | \$ 34,602,802 | \$ 127,880 | \$ 157,256,983 | \$ 85,128,210 | \$ 72,543,382 | \$ 157,671,592 | \$ (414,609) |
| Percentage | | | | 100% | 54.13% | 46.13% | | -0.26% |
| COMMUNITY PLACEMENT PLAN (CPP) | | | | | | | | |
| Out of Home Care | | \$ 256,718 | \$ 210,350 | \$ 467,068 | \$ 149,688 | \$ 385,359 | \$ 535,047 | (67,979) |
| Day Programs | | - | | 0 | 14,145 | 50,404 | 64,549 | (64,549) |
| Other Services | | 998,200 | | 998,200 | 41,665 | 927,616 | 969,281 | 28,919 |
| TOTAL CPP | \$ - | \$ 1,254,918 | \$ 210,350 | \$ 1,465,268 | \$ 205,498 | \$ 1,363,379 | \$ 1,568,877 | \$ (103,609) |
| Percentage | | | | 100.00% | 14.02% | 93.05% | | -7.07% |
| TOTAL PURCHASE OF SERVICE | \$ 122,526,301 | \$ 35,857,720 | \$ 338,230 | \$ 158,722,251 | \$ 85,333,708 | \$ 73,906,761 | \$ 159,240,469 | \$ (518,218) |
| Percentage | | | | 100% | 53.76% | 46.56% | | -0.33% |
| GRAND TOTAL ALL BUDGETS | \$ 137,228,167 | \$ 41,421,614 | \$ 2,098,246 | \$ 180,748,027 | \$ 97,415,014 | \$ 83,090,643 | \$ 180,505,657 | \$ 242,370 |
| Percentage | | | | 100% | 53.90% | 45.97% | | 0.13% |

Note 1: The "Projected Balance" is an estimate of the difference between KRC's funding allocation from DDS (col. 4), and Total Projected (col. 7)

Note 2: Reimbursement for the estimated costs of day program and transportation for Intermediate Care Facility State Plan Amendment clients is not funded by DDS's Standard Agreement. The reimbursement to KRC will be provided from the SPA ICF's within the catchment area.

Attachment 1

**Vendor Advisory Committee
2018**

Laurie Hughey, Chairperson
California Mentor/Chateau

Iman Killebrew
Aimes Consulting

Chaka Stokes
Creative Connections

Joey Gabrillo
Mercies Transportation

Tamerla Prince
Positive Purpose LLC

Aseneth Casanova
Kern Ranch Homes, Inc.

Lisa Peterson
Shield Healthcare

Beth Himelhoch
IMAH

Cindy Clement
Lighthouse BEST Program

Mitzi Villalon
Better Way Services

Gregorio Aguinaldo
Homes of Hope (FFA)

Julie Carter
Just Johnson's, Inc.

Shawn White
Pathpoint

Misty Varner
Aimes Homes, Inc.

Jinny DeAngelis
Desert Area Resources and Training

Rhonda Glenn
Kern Adult Program

Dorothy Hallman
Bakersfield ARC

Richard Sikes
MARS Group

Mary Ann Hagstrom
ARC Taft/Opportunities Unlimited

Mario Alvarez
As One

Laura Williams
Valley Achievement Center

Virginia Gantong
Exceptional Family Center

Melissa Robles
Maxim Healthcare

Damian Bowden
Special Explorers

Jennifer Jordan
California Mentor AFHA

Michael Shain
N.A.P.D.

Kern Regional Center Code of Ethical Responsibilities

Kern Regional Center strives to achieve equality, independence, and empowerment for its clients. As employees, we understand the tremendous responsibility that comes with such a high purpose. We are committed to performing at the highest ethical standards to earn and keep the public's trust. Our efforts to serve our clients will be performed with enthusiasm and integrity. As team members, we are committed to promoting the optimal performance of the team. No one's expectations of us will be greater than those we place on ourselves. Kern Regional Center is strongly committed to the Code of Ethical Responsibilities. Violation of these responsibilities may lead to disciplinary action.

Responsibility to our Clients and our Community

RESPONSIBILITY 1 Team members will be responsible to clearly define and maintain ethical and professional relationships with clients; avoid conduct that is demeaning, embarrassing, or exploitative of clients; and always strive to treat clients fairly, equally, respectfully, and without discrimination.

RESPONSIBILITY 2 Team members will protect the client's right to privacy and confidentiality except when such confidentiality would cause serious harm to the client or others. The team member will act in an appropriate and professional manner to protect the health, safety, and welfare of those individuals, which may involve, but is not limited to, seeking consultation, supervision, and/or breaking the confidentiality of the relationship.

RESPONSIBILITY 3 Team members will recognize that conflicts of interest may increase the risk of harm to or exploitation of clients and may impair their professional judgment, therefore team member will take the necessary steps to recuse themselves from the situation.

RESPONSIBILITY 4 Illegal, unethical, and/or improper conduct with clients and their families are prohibited.

RESPONSIBILITY 5 Team members will ensure that their values and/or biases are not imposed upon their clients.

RESPONSIBILITY 6 Team members will be knowledgeable about the cultures and communities within the area they serve and be aware of multiculturalism in society and its impact on individuals and the community. Team members will respect the cultures and the beliefs of individuals and groups while providing services without discrimination or preference in regards to age, ethnicity, culture, race, ability, gender, language preference, religion, sexual orientation, socioeconomic status, nationality, or other historically oppressed groups.

Attachment 3

RESPONSIBILITY 7 Team members will be aware and will conduct duties consistent with all ethical standards in the Lanterman Act, Title 17, Title 22, Early Start Statute and Regulations, KRC Policies and Procedures, and the KRC employee handbook.

RESPONSIBILITY 8 Team members will provide a mechanism for identifying client needs and assisting in advocating and finding resources for those needs when appropriate as expeditiously as possible. Team members will advise, educate, and communicate with clients on all applicable eligible KRC and generic services as expeditiously as possible.

RESPONSIBILITY 9 Team members will promote cooperation among our clients and our community to foster professional growth and to optimize the impact of inter-professional collaboration on clients at all levels.

RESPONSIBILITY 10 Team members will be committed to the principles of inclusion and take all available and applicable steps to make services available to differently-abled clients.

Responsibility to our Agency and to our Self

RESPONSIBILITY 11 Team members will avoid duplication of services, fraud, waste, and abuse while seeking ways to collaborate and coordinate with other professionals when appropriate.

RESPONSIBILITY 12 Team members will respond appropriately to unethical and problematic behavior of colleagues and conflicts with colleagues respectfully and professionally by talking directly with the colleague and if no satisfactory resolution is achieved, report the colleague's behavior to supervisory or administrative team.

RESPONSIBILITY 13 Team members will adhere to commitments made to their employer's policies and procedures.

RESPONSIBILITY 14 Team members will participate in efforts to establish and maintain employment conditions which are conducive to high quality client services and support constructive communication, respect, and professionalism.

RESPONSIBILITY 15 When a conflict arises between fulfilling the responsibility to the employer and the responsibility to the client, Team members will work with all involved to manage the conflict free of retribution and retaliation.

Attachment 3

RESPONSIBILITY 16 Team members will know the limit and scope of their professional knowledge and offer services only within their knowledge, skill base, and scope of practice seeking assistance when knowledge is beyond their scope.

RESPONSIBILITY 17 As a Kern Regional Center team member, they are an Ambassador to the community, as such, take that into the consideration when using social media. In addition, all team members should consider how their public conduct may reflect on themselves and their profession.

RESPONSIBILITY 18 Team members will hold a commitment to learning and continually advance their knowledge and skills to serve clients more effectively, including but not limited to attending trainings, workshops, and conferences.

VIOLATION OF ANY OF THESE STANDARDS WILL LEAD TO DISCIPLINARY ACTION.